



**COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION**

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**PLAN SPECIFICATION HANDOUT**

**1. PLAN PREPARATION GUIDELINES**

- a. All plans shall be drawn on uniform sheets no greater than 24" X 36" (or as approved by the Community Development Department)
- b. All plans shall be stapled together along the left margin
- c. All plans shall be folded into 1/8 sections or folded to a size not to exceed 9" x 12"
- d. All plans shall be clear, legible and accurately scaled
- e. Details for the following plan sheets in this handout are
  - Vicinity Map Sample (see section 2)
  - Zoning Plat (see section 3)
  - Site Plan (see section 4)
  - Landscape Plan (see section 5)
  - Illustrative Building Elevation (see section 6)
  - Conceptual Grading Plan (see section 7)
  - Tentative Map (see section 8)
  - Public Notice/Project Identification Sign (see section 9)

## 2. VICINITY MAP SAMPLE



### SAMPLE VICINITY MAP

### VICINITY MAP REQUIREMENTS

- 1) Overall Map Size = 8.5" X 11"
- 2) Use Min 5/16" Margins
- 3) Title Block at bottom
- 4) Legend and North Arrow
- 5) Label Vicinity Map in Title Block
- 6) Show Existing City Limits  
Min Scale 1"=500 or 600 scale
- 7) Show names of surrounding streets
- 8) Show Area of Application highlight and label as "The Subject Property"

R:\PLANNING\Maps\Illustrator maps\Vicinity Maps\Misc\Sample Vicinity Map.pdf



3. **ZONING PLAT**

- a. Size: 8.5" x 11" (labeled Exhibit \_\_\_\_)
- b. The following information shall be included on the plat:
  - Title block to read as follows:
  - Map Showing Rezoning Lands of \_\_\_\_\_,  
Being a part of Ordinance No. \_\_\_\_\_, New Series
  - Date, scale and preparer of plat
  - Legend and north arrow
  - Existing and proposed zoning boundary lines
  - All bearings, distances, lot numbers, and references used in the description including point of beginning
  - Assessor's Parcel Number
  - All roads and width of roads
  - All plans shall be clear, legible and accurately scaled

4. **SITE PLAN**

Scale: Engineering scale not to exceed 1"=40'

The following information shall be included on the site plan:

- a. Name, address and phone number of the applicant, architect and/or engineer
- b. Graphic scale and north arrow
- c. Vicinity map (see attached example)
- d. Data table to include
  - Assessor's Parcel Number
  - Site area
  - Structure size
  - Zoning
  - General Plan designation
  - Number of parking spaces required/ratio per square foot
  - Number of parking spaces provided/ratio per square foot
  - Lot coverage
    - % Building
    - % Parking
    - % Landscaping
    - % Hardscape
    - Floor Area Ratio: The FAR calculation shall include the square footage of the ground floor (entire building footprint) and the total second and third floors, expressed as a percentage of the overall lot size
- e. Property lines and dimensions.
- f. Location, elevation, and dimension of all existing and proposed structures
- g. Location and dimension of all landscaping, including pedestrian walkways
- h. Location and dimension of driveways, parking areas, loading zones and number of parking stalls.
- i. Location of all structures, driveways, parking areas, trees, and drainage courses within 100' of the perimeter of the subject property
- j. Zoning and existing land use of adjacent parcels
- k. Location of utility connections
- l. Location and dimensions of all proposed public improvements
- m. Proposed building envelopes
- n. Dimensions of all building setbacks
- o. Phasing of the project, if applicable
- p. Location of reciprocal easements
- q. Location of any other purposeful uses on the project



## 5. LANDSCAPE PLAN

The following represents the landscape submittal plans required for planning application submittals. Your project must be designed comply with all guidelines of Chapter 18.73. Changes in landscape plans after the Architectural Review Board has approved the plans may required additional Architectural Board approval, which can add cost and time to your project.

- a. Scale: **Engineering** scale not to exceed 1"=10'. A smaller scale may be allowed with prior staff approval. Smaller scale plans shall include details at 1"-10' scale.
- b. The following information shall be included on the planting plan:
  - Name, address and phone number of applicant, architect, engineer and/or landscape architect
  - Graphic scale and north arrow
  - Property lines, streets, and street names
  - Location of all existing and proposed buildings, paved surfaces, hardscape, backflow prevention devises, transformer and other utility connections, walls, fences, curbs and sidewalks
  - Roof outlines including eve overhang
  - New trees, shrubs, ground covers, and turf areas within the developed landscape area
  - Location and type of all existing plant material: trees, shrubs and groundcover
  - Planting legend indicating all plant species by botanical name and common name, spacing and quantities of each type of plant by container size
  - Percentage of turf
  - Planting specifications and details
  - Method of screening for backflow prevention devises, transformer and other utility devises, trash enclosures
  - A planting legend that identifies plant varieties (botanical and common names), sizes, quantities, location, and spacing
  - Location and elevation of mounding, if proposed
  - All residential projects shall provide the following:
    - A typical front yard landscape plan shall be prepared for each floor plan proposed. The Plan shall be at a 1"=10' scale, and on a sheet size of 8.5" x 11"

Note: Complete landscape plans which include designations of hydrozones, irrigation plans and additional irrigation information is required with the building permit submittal. Additionally, certified statements from a licensed professional as described in Ordinance 1751 are requesting stating compliance with Chapter 18.73 of the Morgan Hill Municipal Code at building permit application and building final.

**ADDITIONAL LANDSCAPE REQUIREMENTS FOR PUD's**

- a. A conceptual landscape plan which identifies landscape areas throughout the entire PUD, and explains the main landscape concepts which are to be achieved in the PUD.
- b. The Conceptual landscape plan shall identify the major types of plan material to be used (e.g., the species of street trees and parking lot trees to be used, species of shrubbery to be used to screen parking lots, etc.)

6. **ILLUSTRATIVE BUILDING ELEVATIONS**

- a. Scale: No less than 1/4" = 1' (large projects no less than 1/8" = 1' details. A smaller scale may be allowed with prior staff approval)
- b. Elevations shall be prepared to presentation drawing standards
- c. Illustrative building elevations showing **ALL** sides of proposed (and existing if applicable) building and structures
- d. All elevations shall be unobstructed by other illustrations (trees, people, etc.)
- e. The following information shall be included on the plans:
  - Name, address and phone number of the applicant, architect and/or engineer
  - Material types, dimensions and textures
  - Color Schemes
  - Location of building address
  - Shading, as applicable to give the elevations some graphic dimension
  - Roof top mechanical equipment screens
  - Include an existing grade to ridge dimension and a proposed grade to ridge dimension
  - Painting plan indicating where each color of the proposed paint palette will be used on the building
- f. Provide cross-section of building with proposed grades. Cross sections shall include roof screens and depiction of any roof top equipment to illustrate proposed methods of screening
- g. Colored elevations are encouraged but not required
- h. Detail of proposed trash enclosure and fencing
- i. **FOR PUD'S ONLY**: Where future development is unknown, typical illustrative building elevations showing **ALL** SIDES OF A BUILDING SHALL BE PROVIDED. Illustrative building elevations shall define the architectural theme or style to be utilized in the PUD. That theme or style shall be implemented by utilization of its predominant features (e.g. Mediterranean style is characterized in part by use of arches, extended eaves and arcades and use of stucco and barrel tile roofing). The illustrative building elevations shall also indicate the level of architectural detailing and quality to be achieved. In addition to the illustrative building elevations, details identifying typical architectural elements (consistent with the defined architectural theme or style) shall be provided.

7. **CONCEPTUAL GRADING PLAN**

- a. Scale: **Engineering** scale not to exceed 1"=40'.
- b. Grading plans **must be** prepared by a Licensed Civil Engineer
- c. All items (existing and proposed) shall be drawn to scale and clearly defined with distances, spot elevations, gradients, contours, details, cross sections, flow arrows, etc.
- d. Proposed items shall be designated with solid lines, existing with small dashes, and future with long dashes
- e. The following information shall be included on the plan:
  - Name, address and phone number of the applicant, architect and/or engineer
  - Legend, north arrow, scale, vicinity map
  - Contour grading
  - Maximum contour interval will be as follows:

Slope	Less than 2%	2%-5%	5%-10%	Over 10%
Interval	1'	2'	5'	10'
  - Cross-sections at all property lines
  - Drainage and flood control facilities; size and type
  - Easements, property lines, rights-of ways
  - Separate cut and fill areas (quantity to be called out on plan)
  - Erosion control measures
  - Existing features within, and 100' beyond the site boundaries (label to remain or to be removed); natural ground, trees, structures, drainage courses, streets, trails, slopes, wells, etc.
  - Shade pavement areas and slopes 20% or steeper
  - Streets, cross-sections (every 50 feet) improvements, right-of-way, etc.
  - Structures, footprints, pad and floor elevations, etc.



8. **TENTATIVE MAP**

- a. Scale: Engineering scale not to exceed 1"=40'
- b. The tentative parcel map shall be prepared by a registered Civil Engineer
- c. All lettering size shall be a minimum 1/8"
- d. The following information shall be included on the Map:
  - A title which shall contain the subdivision number, subdivision name and type of subdivision
  - Name and address of legal owner, subdivider, and person preparing the map (including the registration number)
  - Sufficient legal description to define the boundary of the proposed subdivision
  - Date, north arrow, scale and contour interval
  - Assessor's Parcel Number
  - Existing and proposed land use
  - A vicinity map showing roads, adjoining subdivisions, creeks, railroads, and other data sufficient to locate the proposed subdivision and its relation to the community
  - The approximate location of the 55, 60, 65 and 70 CNEL contours, if any
  - Proposed improvements to be shown shall include but not be limited to:
    - The location, grade, centerline radius and arc length of curves, pavement and right-of-way width, and name of all streets. Typical sections of all streets shall be shown.
    - The location and radius of all curb returns and cul-de-sacs
    - The location, width, and identity of all easements. **PROOF OF RECORDED OFF-SITE EASEMENTS IS REQUIRED, IF ANY ARE PROPOSED.**
    - The angle of intersecting streets if such angle deviates from a right angle more than 4 degrees
    - The approximate lot layout and approximate dimensions of each lot and of each building site **INCLUDING ANY DESIGNATED REMAINDER OR EXCEPTION OF LESS THAN 5 ACRES.** Engineering data shall show the approximate finished grading of each lot, the preliminary design of all grading, the elevations of proposed building pads, the top and toe of cut and fill slopes to scale, and the lot number.
    - The location of proposed recreational sites, trails and parks for private or public use
    - The location of proposed common areas and areas to be dedicated to public open space
    - The location and size of sanitary sewers, water mains and storm drains. Proposed slope and approximate elevations of sanitary sewer and storm drains shall be indicated
  - The name(s) of any geologist or soils engineer whose services were required in the preparation of the design for the tentative map
  - If the subdivider intends to develop the site in units (or phases), the subdivider shall show the proposed units and their proposed sequence of construction on the tentative map
  - Name of any assessment district in which the subdivision is located

9. **PUBLIC NOTICE/PROJECT IDENTIFICATION SIGN**

- a. Detailed elevation of public notice sign required by Section 18.02.085 of the Zoning Ordinance. Said elevation shall include dimensions of the sign (\*), required language (\*\*), color, size and letter style of sign copy, color and material of sign.
- b. Site plan, showing exact location of required public notice sign.
- c. Installation detail showing cross section through sign and installation information such as specifications of hardware and materials.

\* There are two sizes of public notice signs, 2' x 3' with a maximum overall height of 8' for "minor" projects, and 4' x 8' with a maximum overall height of 8' for "major" projects. Minor projects consist of minor subdivisions of four or fewer parcels, and conditional use permits and site and architectural reviews which do not involve the establishment of new buildings on vacant sites. Major projects include subdivision of five or more new buildings on vacant sites. Major projects include subdivision of five or more parcels, and conditional use permits and site and architectural reviews which involve the establishment of new buildings on vacant sites. Exceptions to the use of 4' x 8' signs, allowing for use of the smaller sign, may be made by the Community Development Department – Planning Division if it is not practicable to install a large public notice/project identification sign.

\*\* Up to 75% of the overall sign area must be used to provide a general description of the project and the name of the project applicant. The public notice portion of the sign message must constitute at least 25% of the overall sign area and notify the public of the nature of the proposed project (e.g., the number of homes, size and type of commercial/industrial building, etc.), as well as provide the following message:

**"For more information about the proposed project, contact the City of Morgan Hill Community Development Department, Planning Division, 17555 Peak Avenue, Morgan Hill, CA 95037, + (408) 779-7248 and refer to File No. \_\_\_\_\_."**

The file number is assigned to the application by the Planning Division at time of application submittal.



8'

# **oak tree place**

Morgan Hill's finest new home community...where dreams become reality!

**14 new single-family detached homes  
presented by ABC Development, Inc.  
are proposed for this site.**

**File No.:-----**

For more information about this proposed project, contact the City of Morgan Hill  
Community Development Department - Planning Division, 17555 Peak Avenue,  
Morgan Hill, CA 95037; 408/779-7248

4'